



Central Iowa Composite Squadron, Civil Air Patrol
United States Air Force Auxiliary
Post Office Box 1285, Ames, Iowa 50014-1285

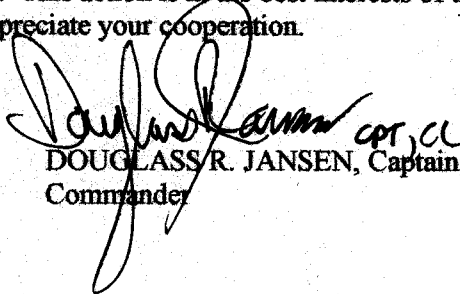
15 Feb 2001

MEMORANDUM FOR CICS PERSONNEL

FROM: CC

SUBJECT: Weather Cancellation Policy

1. It has been brought to my attention that our squadron does not have a policy on activity cancellation due to severe weather.
2. Effective 15 February 2001 the following policy will be effective. If either of the following conditions are met, the weekly meeting will automatically be cancelled:
 - a. If the Ames Public Schools cancel classes due to weather that will effect the meeting.
 - b. If the Ames Municipal Airport will be closed during the meeting due to severe weather.
3. If these two circumstances do not occur, it will be up to the discretion of the squadron commander to determine whether the meeting should take place. Cancellation decisions will be made NLT 1500 hours the day of the meeting.
4. If a member does not feel safe traveling to or from the meeting due to weather conditions s/he shall contact the squadron commander prior to the meeting start time to inform the commander that s/he will not be in attendance due to safety concerns.
5. If a meeting is cancelled the squadron staff will quickly notify the members in several ways including:
 - a. Posting notification of cancellation on the squadron website as soon as possible.
 - b. Contacting 1430 KASI/105.1 KCCQ and posting notification of meeting cancellation for broadcast.
 - c. Contacting members individually via e-mail or phone.
6. Your comments and questions are encouraged. This action is in the best interests of the unit and will ensure the safety of our most vital asset, you. I appreciate your cooperation.


DOUGLASS R. JANSEN, Captain, CAP
Commander

cc:
IAWG/CC
File